

**CONFIDENTIAL**

28 AUG 1973

**MEMORANDUM FOR: Chief, NE Support Staff**

**SUBJECT : Request for Salary Adjustment for**

25X1A9A

1. Your request to effect a retroactive salary adjustment to GS-04, step 3 for Miss [redacted] has been approved. This action will be effective as of 21 January 1973, the day she entered on duty with the Agency.

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2. I am sorry about the delay in reaching this decision, but there were basic pay policy determinations that had to be made before reaching a decision.

3. Please let [redacted] know that we appreciate her patience during the period of time this request has been under consideration.

25X1A9A

/s/ John F. Blake

John F. Blake  
Director of Personnel

**Distribution:**

0 & 1 - Addressee

25X1A9A

1 - OPF: [redacted] (w/basic)

1 - D/Pers Chrono (w/basic)

1 - RDK Chrono

✓ - C/Review Staff

1 - C/SPD

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OD/Pers: [redacted] :jmm (27 Aug 73)

25X1

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